TRINITY: Digital Technologies, Advanced Robotics and increased Cyber-security for Agile Production in Future European Manufacturing Ecosystems

Annex 2 - Open Call 2: Guidelines for Applicants

1 Introduction

This document provides a full set of information regarding the Open Call 2 for Proposals for the TRINITY project. The 3rd Party Agreement model (Annex 4) remains also valid and must be additionally considered for the submission of a Proposal.

1.1 Background information on TRINITY project

The aim of TRINITY is to contribute to novel robotics solutions that will increase agility in production systems. These include collaborative robots, reconfigurable systems, virtualization, IoT, and data and system security. **Research Centres** and **University Groups** specialized in **Advanced Robotics** and **Internet of Things (IoT)**, supported by a DIH with experts in **Robotics Cyber security**

TRINITY ecosystem draws from the advanced technological excellence of the TRINITY consortium to help end-users and robotics solution developers realise tangible benefits of collaboration to increase the deployment of robotics in European companies.

This process will be done through delivering a critical mass of use case demonstrations in collaboration with industry to support the industrial modernization leading to more agile production. The modular and reconfigurable use case demonstrations will show how to combine robotics, IoT and Cybersecurity together, thus will contribute to answer the European Industry demand for advanced, highly flexible and collaborative robotic solutions to keep companies competitive.

The open call is organised to attract Demonstrations that can be funded to generate digital and human oriented robotic technology for improving agility of European manufacturing and innovation capabilities. centres

The mission is to make robotics available, cybersecure, compelling and affordable for all sized companies.

TRINITY consortium is a fusion between: DIH members (TAU, CENT, UiT, JSI, LMS, BME, FhG, Flanders Make, EDI), technology providers (LSEC, Fastems, LP), clusters, innovation consulting (CIVITTA, CECIMO, DNT) and SMEs community (F6S).

1.2 TRINITY approach

The TRINITY approach will support companies during the whole lifecycle for the development of new processes, services or products. TRINITY's network of DIHs will focus on offering access to customers (first-time end users, especially SME) – via marketplace services – to IoT and robotic technology throughout the value chain: from component providers, to research activities up to the integration of end user solutions.

At the heart of the TRINITY ecosystem, three interconnected sector-specific DIHs – Robotics, IoT, and Cybersecurity (Figure 1) will facilitate and support the digital transformation of SMEs and slightly bigger companies to accelerate their agile production. DIH acting as a one-stop-shop, will offer the services to be initially demonstrated and adapted throughout the project: (i) **technical services** - include the means to deal with problems that companies may face in production (ii) **training services** - will be used for supporting new technologies, equipment and research outcomes, and (iii) **consulting services** - will aid in finding funding sources, developing Business Plans, promoting products and ensuring Intellectual Properties (IP).

In order to apply to the TRINITY Open Call 2, it is mandatory to register at https://trinityrobotics.eu/register/

Figure 1 TRINITY approach.

1.3 TRINITY Open Call 2 text

TRINITY application experiments, also refer as **use case demonstrations**, can be a proof of concepts testing the TRINITY technologies or they can be novel solutions innovated by the applying SMEs. In total, approximately 20 external demonstrations will be funded in the second open call. Inspiration and ideas to demonstration can be found from our TRINITY demonstrations catalogue that showcase various TRINITY technology modules conducted by the project partners, or exploitable results as they are called. Companies can choose themselves whether to use these results or not. https://trinityrobotics.eu/demonstrators/

The TRINITY Open Call 2 represents a two-track approach: **TRINITY originated solutions and Novel solutions,** although the emphasis is on the TRINITY inspired solutions taking concepts, models and experience from published Modules. This means that the proposed application tests, extends and utilises existing ideas and combines these to own development. The proposals can be also from completely novel solutions proposed by the applying consortia to contribute to challenges in agile manufacturing. Collaboration between old EU countries and EU-13 is recommended.

Consortium members:
Technology adopters/ end-users: SMEs and slightly bigger
Technology providers: Technology SMEs, Competence Centres, Large companies, Research Centres and academia
EU member states, H2020 associated countries
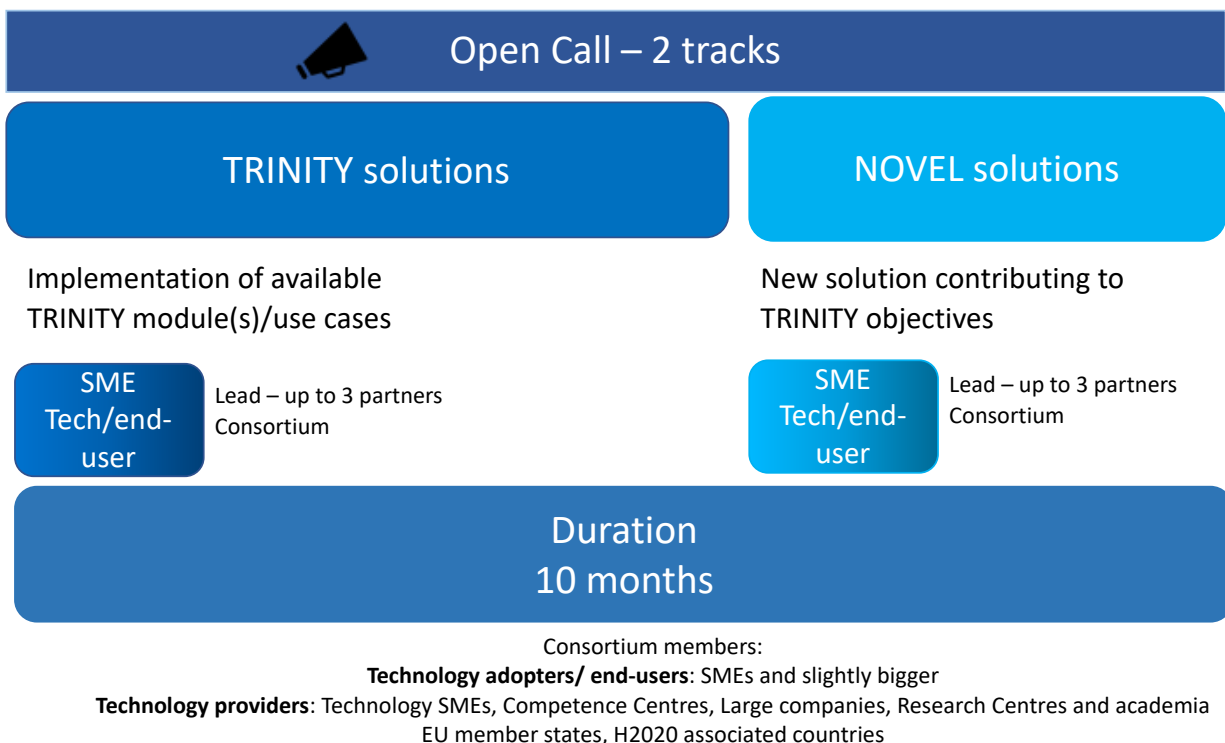
Figure 2 TRINITY tracks

1.4 Timeline – Open Call #2

The second TRINITY Open Call will be **opened** on the **14th of February 2021 at 12:00AM CET** and will **close** on the **1st of June 2021, at 5:00 PM CET.**

The following phases will proceed the closing of the call: Evaluation, Selection and Contracting. The selected consortia will enter the TRINITY Planning - Implementation- Dissemination programme with the below indicative timeline.

Evaluation & Selection
Jun - Sep 2021

Application the project
Phase 1
PLANNING

Duration: 1month
Allocation: up to 10% budget

Contracting phase
Oct 2021

Duration: 8 months
Allocation: up to 70% of budget

Application the project
Phase 2
IMPLEMENTATION

Application the project
Phase 3
DISSEMINATION

Duration: 1month
Allocation: up to 20% of budget

Figure 3 Workflow of the Open Call

2   General information

2.1   Means of submission

The F6S platform https://www.f6s.com/trinitydih will be the entry point for all proposals in phase one. Submissions received by any other channel will be automatically discarded. Submission includes uploading requested documents and for filling in requested information in the F6S portal.

2.2   Language

English is the official language for TRINITY open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the TRINITY programme. This means any requested submission of deliverable will be done in English in order to be eligible.

2.3   Documentation formats

Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

2.4   Origin of the funds

For every funded application the lead applicant will sign a dedicated 3rd Party Funding Agreement with the coordinator of the TRINITY consortium. The funds attached to the 3rd Party Funding Agreement come directly from the funds of the European Project TRINITY, and are therefore, funds owned by the European Commission, whose management has been led to the project partners in TRINITY via European Commission Grant Agreement Number 825196. As it can be seen in the 3rd Party Funding Agreement template (Annex 4 - TRINITY 3rd Party Agreement), this relation between the 3rd Party and the European Commission through TRINITY project carries a set of obligations to the 3rd Party grantees with the European Commission. It is the task of the 3rd party grantees to accomplish them, and of the TRINITY consortium partners to inform about them.

3   Proposal Eligibility Criteria

TRINITY ecosystem invites SMEs and slightly bigger companies and encourage them to build consortia to plan, implement, and disseminate ICT technologies including robotics, IoT and cybersecurity to facilitate agile production in European companies. The SME or slightly bigger company must lead lead a consortium consisting of min 2 to max 3 partners falling under:

The call is open to two types of demonstrations: end-user driven and technology-providers driven.

1. **End-users driven demonstrations**. End users with a specific need that falls into main focus areas: digitalization, advanced robotics, and data and cybersecurity have the opportunity to validate the Use case demonstrations proposed by the participating DIHs. This provides a chance for the end-users and system integrators alike to modernize their processes via new technologies.
2. **Technology providers**. Companies, in particular SMEs that can offer a novel technology to be validated in a realistic and industrially relevant environment, can apply to the open call #2 in order to access the infrastructure and expertise provided by the DIHs to perform the demonstrations.

3.1   Applicants & Consortium Eligibility

A consortium is considered eligible if it complies with all the following rules:

1. All consortium partners are legal entities established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation[1].
2. Consortium can only be led by SME or slightly bigger company.
3. The consortium must include partners from at least two different countries.
4. The consortium must include at least two partners. (max. three)
5. All consortium partners must register to the TRINITY DIH community prior submission through TRINITY DIH portal (https://trinityrobotics.eu/register/).
6. All consortium members must have a PIC number registered (see 4.1.3).

3.2   Financial Eligibility

The following financial eligibility criteria apply:

1. "SMEs or **slightly bigger**" is defined by extending the current European Commission definition of SME to increase the **Employee Threshold up to 500** and the **Turnover up to €100M**.

2. The company Y is valid for the call if it is completely independent from the company X. If the large company X owns more than 25 % of the subsidiary company shares, company Y is calculated as a large enterprise and not valid for applying for the call. If the company Y itself owns more than 25 % of the shares of another large company C, it is not still valid for the call.

3. The TRINITY funding per experiment may vary from €50.000 to €200.000.

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[1]Association to Horizon 2020 is governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

4. The maximum amount of TRINITY funding is EUR 300.000 per third party for the entire TRINITY action duration. So total funding from open call 1 and open call 2 may not exceed €300.000 for single applicant.

5. The maximum funding rate is 70% of eligible total costs.

6. The funding of the lead SME (or slightly bigger) must be at least 40% of the entire use-case demonstration budget.

3.3   Number of proposals per applicant

Each SME or slightly bigger company may participate in several application but can lead only one (1) proposal at each TRINITY open call.

4   Open Call submission and selection process

4.1   Open Call Submission

The Open Call submission will follow the steps that are listed in this section.

4.1.1   Open Call publication

The Open Call 2 will be published on https://www.f6s.com/trinitydihopencall2/apply

The Call will be supported through the following documents:

- **Annex 1: Open Call brochure**, which provides the scope and objectives of the open call;
- **Annex 2: Guidelines for Applicants, this document**;
- **Annex 3: Application Form**, an proposal template, available at (https://www.trinityrobotics.eu/open-calls/documents/)
- **Annex 3.1: Proposal Template -Detailed Project plan**, a word document providing information on proposal schedule, funding breakdown and costs justification,
- **Frequently Asked Questions & answers** published at the community feed (https://www.trinityrobotics.eu/open-calls/faq/).

If your proposal is successful then the following documents will be asked.
- **Annex 4: TRINITY 3rd Party Agreement** which provides a template of the sub-grant agreement that the successful applicants will be requested to sign;
- **Annex 5: Consortium and honour Declaration**, which indicates the consortium leader participant, the consortium members and the budget distribution per partner;
- **Annex 6: Administrative data form/ SME Declaration**, which evaluates the status of the SMEs participating at an open call. If your organization has a validated PIC number, Annex 6 can be disregarded.
- **Annex 7: Bank account information**, which collects information on coordinator bank account for which TRINITY payments will be made. (this will be delivered when accepted for the funding)

Please download the relevant files and read them carefully before you submit your proposal. For the TRINITY Open Call 2 for proposals the submission deadline is 1st of June 2021 at 17:00 CEST (Brussels Time).

4.1.2   Applicants Registration

Interested applicants should register at the TRINITY F6S page (https://www.f6s.com/trinitydih). This will be the central interface for managing the experiment applications for the remainder of the open call.

4.1.3   Participant Identification Code

It is mandatory for each consortium partner to register to EC funding and tenders portal and have a 9-digit Participant Identification Code (PIC). If your organization does not have a PIC number yet, you need to register your organization PIC number at (https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)

4.1.4 Proposal preparation

Please follow the steps:

1. For the proposal preparation, the applicants are requested to apply online and answering to all mandatory questions (with no exception): https://www.f6s.com/trinitydihopencall2/apply
2. Applicants that do not accept the terms and conditions defined at the f6s platform will not be eligible.
3. Be concrete and concise, questions have characters limitation. Please examine all the open call documents and attend the various online and physical events promoted by the TRINITY project (TRINITY media channels).
4. It is highly recommended to submit your proposal before the deadline. If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may request the F6S TRINITY team to re-submit the proposal (for this purpose please contact us at iwa@f6s.com). However, TRINITY is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the F6S TRINITY team at least 48 hours before the call deadline.

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

4.2 Open Call Evaluation

4.2.1 Proposal preparation

Submissions will be done ONLY via F6S platform on https://www.f6s.com/trinitydihopencall2/apply

The application reception will close at 17:00 CEST on 1st June 2021. There will not be deadline extensions unless a major problem caused by the F6S platform and not by the proposers, makes the system unavailable.

4.2.2 Evaluation Stage 1 - Eligibility

An automatic filtering to discard non-eligible proposals will follow the short list. Eligibility criteria check will verify:

1. All consortium entities are eligible for EC funding under the rules of H2020 [Y/N]
2. The consortium has minimum 2 and maximum 3 partners [Y/N]
3. Consortium partners are coming from two different countries in minimum. [Y/N]

4. Consortium lead is SMEs (or slightly bigger) either in ICT/Robotics Technology provider or technology adopter/user in the discrete manufacturing sector [Y/N]
5. Use case demonstration is under the technological domain of robotics and ICT solutions for supporting agile production [Y/N]
6. Use case demonstration demonstrate Europe dimension ("through cross border experimentation or expanding the impact of local experiments to European scale") [Y/N]
7. Are the participation rules as expressed in section 3.1"Applicants & Consortium Eligibility" followed [Y/N]
8. Are the participation rules as expressed in section 3.2 "Financial Eligibility" followed [Y/N]
9. Is the participation rule as expressed in section 3.3 "Number of proposals per applicant" followed [Y/N]
10. Is the proposal written in the English Language [Y/N]

Proposals being marked as non-eligible will get a rejection letter including the reasons (1 to 10) for being catalogued as non-eligible. No further feedback on the process will be given.

4.2.3   Evaluation Stage 2 – External remote evaluation

Remotely and within F6S platform, 3 external evaluators will score and comment each proposal according to the following evaluation criteria:

TRINITY open calls, evaluation criteria			
Evaluation criteria	Sub-criteria		Scoring (0-10)
Impact	Industrial relevance and exploitation plans	Overall impact of the proposed prototypes if successful; Industrial relevance of the proposed prototype if successful; Quality of the exploitation plans and market potential; Relevance of the prototype to the objectives of the call. Positive impact in at least 2 countries	Threshold 6/10; Weight 2
Concept	Soundness of concept	Feasibility of the proposed prototype and technological contribution; Level of innovation and technological challenges addressed; Quality of the work plan.	Threshold 6/10; Weight 1
Project Plan	Implementation of the concept	Feasibility and Effectiveness of the project plan Clarity of tasks and deliverables Timing of the tasks Risk assessment and mitigation plan	Threshold 6/10; Weight 1
Resources	Partners of the consortium, Partners of the consortium	Quality and competences of the consortium as a whole and cross sector check; Clarity of partner roles and completeness of the consortium; Technical capacity and excellence of the proposer and its capability to achieve the deployment of TRL 5-7 development Allocation of appropriate resources to the proposed demonstration; Justification of the proposed resources.	Threshold 6/10; Weight 1

Extra points will be awarded if

- There is a female(s) in the lead (e.g. main contact persons in the proposals)
- At least 1 partner is from EU-13 countries (joined EU since 2004)
- TRINITY use-cases or individual modules are used in combination of own development (concept, code, technology etc)
- All categories have reached the threshold (min 6 points in each category prior the awarding of possible bonus points)

After evaluation proposals will be ranked. Only the top proposals (double number of expected proposals to be selected) will access the stage 3 of the evaluation process.

In case there are proposals with equal scores the following criteria will be applied in strict order:

- The proposals will be ranked based on their higher **Impact** potential
- In case there are proposals in the same position, priority will be given to proposals that have ranked higher in **Concept**.
- In case there are still proposals in the same position, priority will be given to proposals which have higher score in **Implementation** and finally in **Consortium and use of resources**

4.2.4   *Evaluation Stage 3 – Consensus meeting & notification*
The evaluators will have a consensus meeting to finalize their evaluation reports.

At the end, all received applications will be informed about their scores and evaluation summary. TRINITY will publish the stage that each proposal achieved and selection/ non-selection. To the successful applicants, it will follow the Contracting phase, where financial and legal validation of the proposers and signature of a binding agreement for the implementation of the application/related technology will be performed.
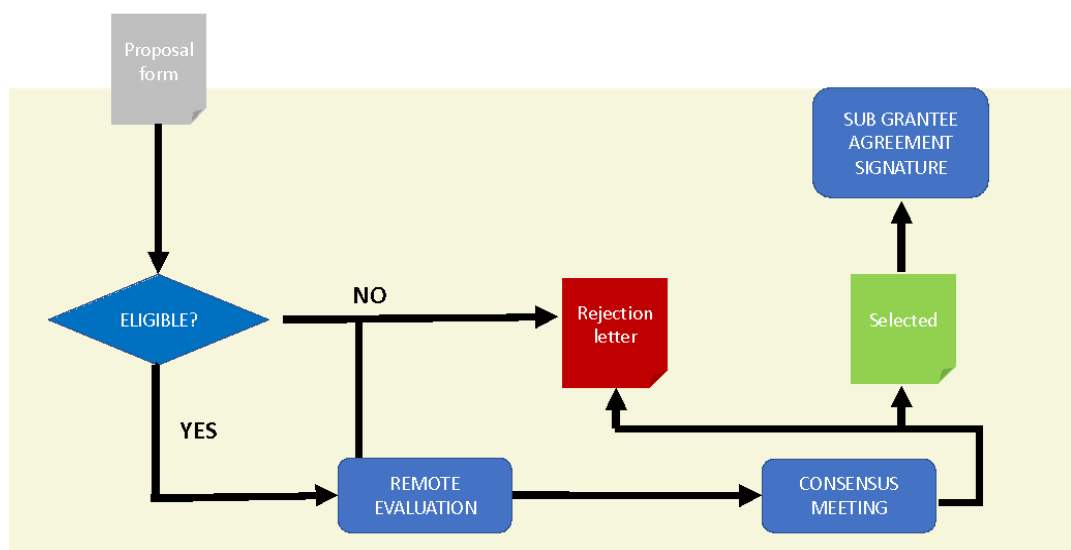

Figure 4 Workflow of evaluation.

4.3 Projects Negotiations

After TRINITY conclusion of the Open Call evaluation, the TRINITY coordinator will start negotiations with the proposals' coordinator that have been evaluated in the short list. Negotiations will go via an administrative and financial checking (and potentially into technical negotiations) based on evaluators comments. On a case by case approach, a face to face meeting in coordinator's premises may be needed for clarification. (In case of Covid-19 restriction, this may be replaced by online meeting.)

The objective of the negotiations is fulfilling the legal requirements between TRINITY consortium and every beneficiary of the call. The items covered will be:

- Inclusion of the comments in the Evaluation Summary Report of the proposals and mapping to the 3rd Party agreement (contract).
- Status information of the beneficiaries:

SMEs: the following documents will be required to prove the status as SME:

- **SMEs declaration**. Signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
- **Status Information Form**. In case this is not a start-up, it includes the head count (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. In case it is a start-up, legal document of the official founding date.
- **Legal existence**. Company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
- In cases where the **number of employees and/or the ownership is not clearly identified**. Any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc. In case it is a start-up, legal document of the official founding date and declaration of ownership.
- **Bank account information**. The account where the funds will be transferred will be indicated via form signed by the SME, individuals and the bank owners. The holder of the account will be the SME or all the individuals (the coordinator of the group on its own if allowed by the other team members).
- **3rd Party funding agreement**. Signed between the TRINITY Consortium represented by its coordinator and the Budget Holder (TAU) and the 3rd Party beneficiary(ies).

The request, by TRINITY consortium, of the documentation will be done including deadlines. Failing to meet the deadlines requested will directly end up the negotiation process and projects under the reserve list will substitute the failing applicants.

5   3rd Party Demonstration Projects Execution

5.1   Reviews

Each project will go through 3 reviews, each one highlighting the end of a phase. The reviews will be organized by the TRINITY consortium.

The 3rd Party project coordinator should deliver at least one (1) week in advance all relevant deliverables, so that the reviewers will be able to read it. During the review, the sub-project consortium members should present their work, answer questions and show their demonstration.

1. Individual Implementation Plan (IIP) will be delivered M1.
2. Mid-term report M5 (or 50% of project duration)
3. Final evaluation with short summary of the project, public description of tools and technologies used and video clip showing the results, and report of dissemination activities defined in IIP in M10 (or 100% of project duration)

5.2   Payments

The maximum funding rate is 70%, but it will depend on private investment defined by each use case demonstration. With each deliverable, the use case demonstration must also present information about the resources planned and effective spent with the project.

Each 3rd Party (selected via the open calls) will receive the funding on a lump sum scheme and according to the terms of the contract signed between TRINITY consortium and the selected project representative. In more details, each 3rd Party project deliverable will be associated with a specific cost. This cost will be explicitly referred to the 3rd Party contract and will include the total amount that each 3rd party of the project consortium will receive for the specific activity.

After each 3rd Party project review and successful evaluation of each deliverable, its cost will become eligible as agreed in the 3rd Party agreement (Annex 4). Deliverables that are not accepted will be re-evaluated at next review. If this is the last review, the cost of these deliverables will not be paid to the 3rd Party project and their cost will be automatically reduced from the subcontract.

The payment from the TRINITY project to the 3rd Party project will take place via the 3rd Party project coordinator organization. The TRINITY has no other obligation to ensure or monitor that funding actually has reached all the other consortium participants. The 3rd Party project coordinator is responsible to distribute the funding to the consortium members based on their own sub-contract that has been signed and the funding distribution per deliverable and per party.
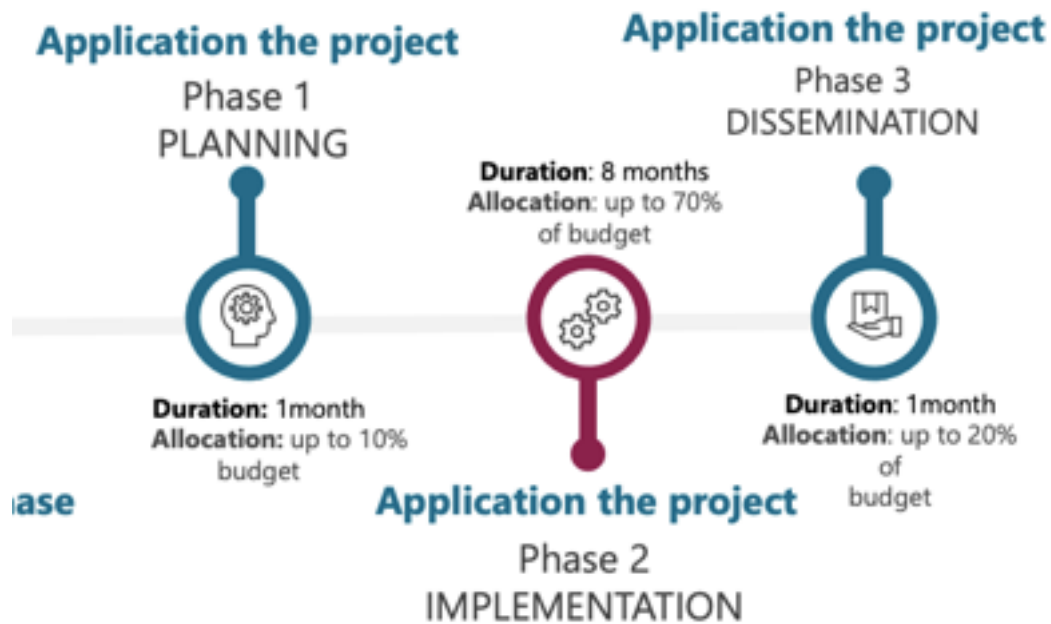
Figure 5 Project workflow.

6 Responsibilities of consortia members

The 3rd Party projects consortia members are indirectly beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under H2020 specific requirements as described in Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020).

6.1 Conflict of interest

The 3rd parties (sub-contract consortium member) must take all measures to prevent any situation where the impartial and objective implementation of the 3rd Party project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest („conflict of interests").

They must formally notify to the TRINITY coordinator without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The TRINITY coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the 3rd Party contract consortium member breaches any of its obligations, the 3rd Party contract may be automatically terminated. Moreover, in case costs are not explicitly included in the 3rd Party project, they may be rejected. Finally, the cost of the deliverables, which are clearly specified in the 3rd Party project and are accepted during a review process, becomes eligible. Deliverables that are not accepted will be re-

evaluated at next review. If this is the last review, the cost of these deliverables will not be paid to the 3rd Party project.

6.2   Maintaining Confidentiality

During implementation of the 3rd Party project the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at sub-contract signing time („confidential information").

If a 3rd party requests, the Commission and the TRINITY consortium may agree to keep such information confidential for an additional period beyond the initial time. This will be explicitly stated at the 3rd Party Agreement.

If information has been identified as confidential during the sub-project execution or only orally, it will be considered to be confidential only if this is accepted by the TRINITY coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.

The 3rd Party project consortium may disclose confidential information to the TRINITY consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

6.3   Promoting the action and give visibility to the EU funding

The 3rd parties (sub-contract consortium member) must promote the 3rd Party project, TRINITY project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC.

Unless the European Commission or the TRINITY coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

1.   (a) display the EU emblem
2.   (b) display the TRINITY logo and
3.   (c) include the following text:

For communication activities: "This project has indirectly received funding from the European Union's Horizon 2020 research and innovation programme, via an Open Call issued and executed under project TRINITY (grant agreement No 825196)".

For infrastructure, equipment and major results: "This [infrastructure][equipment][insert type of result] is part of a sub-project that has indirectly received funding from the European Union's Horizon 2020 research and innovation programme via an Open Call issued and executed under project TRINITY (grant agreement No 825196)".

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the Beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page.

Any publicity made by the Beneficiary in respect of the project, in whatever form and on or by whatever medium, must specify that it reflects only the author's views and that the EC or TRINITY project is not liable for any use that may be made of the information contained therein.

The EC and the TRINITY consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the 3rd Party project coordinator and all consortium members;
- contact address of the 3rd Party project coordinator and all consortium members;
- the general purpose of the project;
- the amount of the financial contribution foreseen for the project; after the final payment, the amount of the financial contribution actually received by the 3rd Party project;
- the geographic location of the activities carried out;
- the list of dissemination activities and/or of patent (applications) relating to foreground;
- the details/references and the abstracts of scientific publications relating to foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication;
- the publishable reports submitted to TRINITY;
- any picture or any audiovisual or web material provided to the EC and TRINITY in the framework of the project.

The 3rd Party project coordinator shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and TRINITY does not infringe any rights of third parties.

Upon a duly substantiated request by the 3rd Party project coordinator on behalf of any sub-project consortium member, the TRINITY, if such permission is provided by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

6.4 Financial audits and controls

The European Commission (EC) will monitor that TRINITY beneficiaries and the 3rd Party contract consortium members comply with the conditions for financial support to third parties such as set out in Annex 1of the TRINITY grant agreement and may take any action foreseen by the grant agreement in case of non-compliance vis à vis the beneficiary concerned.

Moreover, the EC at any time during the implementation of the TRINITY project and up to five years after the end of the TRINITY project, arrange for financial audits to be carried out, by external auditors, or by

the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The 3rd Party project consortium member shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The 3rd Party project consortium member shall keep all 3rd Party project deliverables and the originals or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the 3rd Party project contract for up to five years from the end of the project. These shall be made available to the EC where requested during any audit under the grant agreement.

In order to carry out these audits, the 3rd Party project consortium member shall ensure that the EC´s services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the sub-project consortium member offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the beneficiary concerned within two months of expiry of the aforesaid deadline.

On the basis of the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities" financial interests against fraud and other irregularities.

6.5 3rd Party project Consortium Agreement

Each 3rd Party project deliverable will be associated with a specific cost. This cost will be explicitly referred to the 3rd Party contract and will include the total amount that each 3rd party of the project consortium will receive for the specific activity.

The payment from the TRINITY project (Budget Holder) to the 3rd Party project will take place via the 3rd Party project coordinator organization. The TRINITY has no other obligation to ensure or monitor that funding has actually reached the all the consortium participants. The 3rd Party project coordinator is responsible to distribute the funding to the consortium members based on the 3rd Party contract that has been signed and the funding distribution per deliverable and per party.

As such, the 3rd Party project consortium members should ensure the TRINITY coordinator via Annex 5 "Consortium Honour Declaration" that a relevant consortium agreement has been signed, where:

- The 3rd Party project coordinator ensures for the financial viability of each sub-project consortium member.
- Each consortium member authorized the sub-project coordinator to act on its behalf.
- Each consortium member authorized the 3rd Party project coordinator to receive the 3rd Party project funding from the TRINITY coordinator and distribute it according to the sub-contract.
- Defines a decision-making procedure and conflict resolution schema among the consortium members.
- Ensures proper IPR protection of the 3rd Party project consortium members.

6.6   3rd Party project Communication

The 3rd Party project coordinator should:

- Provide any notice be in writing to the TRINITY project coordinator.
- Notify immediately any change of persons or contact details to the TRINITY coordinator. The address list shall be accessible to all concerned.

7   TRINITY events

TRINITY will organise physical (or virtual) events to the teams involved. It will be compulsory to attend those events in person. At least one representative per team will be required on each event, although it is strongly advised that at least two people attend. The overview of the results will need to be published in TRINITY Digital Access Point and in selected Market Place (e.g. such as RAMP from DIH^2 project or Manu-Square -platform).

Failing to attend any of the proposed events defined at the beginning of each phase by TRINITY will automatically disqualify the team from TRINITY programme.

All the events will be informed with enough time to prepare the logistics and reservations for all the team members.

8   Checklist

1. Does your planned work fit with the call for proposals? Check that your proposed work does indeed address one of the topics open in this call.
2. Does your proposal address ICT-based technology? Check that your proposed work does indeed address the ICT technologies in one of the target sectors.
3. Is your proposal eligible? The eligibility criteria are given in chapter 3 "Proposal Eligibility Criteria". In particular, make sure that you satisfy the minimum participation requirements (entity from eligible countries)
4. Budgetary limits. Check that you comply with any budgetary limits as expressed in chapter 3 "Proposal Eligibility Criteria". Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
5. Is your proposal complete? Have you completed all mandatory questions?
6. Does your proposal fulfil questions requests/ comments? Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
7. Have you maximised your chances? There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points.
8. Have you provided the necessary annexes?
9. Have you submitted your proposal before the deadline? It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.
10. Do you need further advice and support? You are strongly advised to communicate with the TRINITY team (opencall@trinityrobotics.eu).

9   Points of contact

General open call topics: opencall@trinityrobotics.eu

F6S platform related topics: Iwa Stefanik, iwa@f6s.com